

**CIVIL SERVICE COMMISSION MEETING MINUTES**  
**August 14, 2019**

**PRESENT:** Chairman Thomas Majeski, Vice Chairman Tom Kicher and Secretary Carolyn Patton.

Meeting called to order at 2:00 p.m.

**ALSO PRESENT:** Police Chief Collins, Fire Chief Rob Gandee, Executive Assistant Gloria Majeski, Citizen Representatives Jenna Bing and Greg McCarthy.

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the April 4, 2019, April 23, 2019, June 10, 2019, and July 19, 2019 meetings. All approved and signed by Civil Service Commission members.

**NEW BUSINESS:**

- Vice Chairman Kicher explained the additions to the Information Form and where best to insert this clarification paragraph in the form. It was decided to insert this information paragraph, regarding the vetting process at the end. This paragraph would be “Explanation of Willoughby Hills Vetting Process.”

**OLD BUSINESS:**

- Firefighter/Paramedic Code #421 in the Civil Service Commission Regulations Manual was discussed, referencing the Ohio Revised Code Section 124.42. The paragraph will be revised to comply with ORC and given to the Law Director to review.
- Regarding the Police and Fire/Paramedic Test set for September 21, 2019: Gloria Majeski and Tom Kicher updated the information on the testing site following their site visit to the School of Innovation. The School of Innovation Administrator will honor any requests from the City to comply with CSC requests regarding space for the testing. Chief Collins and Chief Gandee agreed that alternating Police and

**Fire applicants during the testing is recommended. All agreed to the benefit of this procedure.**

**Chief Gandee suggested that the same Psychological Test be given to both Police and Fire/Paramedic applicants. Chief Collins went on to explain the benefit of the current Psychological Test, both in reliability and economic consideration.**

**Fire Chief Gandee requested that the number of applications accepted be updated from 50 to 60. Chief Collins agreed that he would reduce his application number to 40 so that Chief Gandee can have the extra 10 application testing spots.**

- Lateral Transfer Applications: The application deadline to submit is August 16, 2019 and is not subject to extension or change. To clarify, Gloria Majeski explained the procedure used in accepting applications. An authorized employee, such as the Human Resources individual will accept the application on or before the deadline and will date and time stamp the application received. The application is then logged on a form so that we know that we will not exceed the 25 application limit. Tom Kicher questioned the procedure used in accepting applications past the deadline. It was determined that “the deadline is the deadline, no exceptions.”**

**Chief Collins commented on an applicant who is in the Reserves. Past practice in the Service Department was to permit the individual to go on active duty and he would be permitted to return to the job when done with active duty. Chief Collins agreed that we could either pay the individual his full pay for time off or the difference between his rate of pay and what the military paid him. We would need to review the Union contract to see what is allowed for this provision. In the meantime, he noted that the candidate just wanted to make him aware of his situation so as to not present with any problems or concerns, should he be the candidate selected for the position.**

- Chief Collins advised CSC of possible future retirements and possible future vacant positions within the Police Department. He will keep them apprised and notify them when and if these changes occur.

**PUBLIC PORTION:** Jenna Bing said that City Council passed a resolution to speed up the vetting and verification process of applications. She did not understand why the City is not using it. Tom Majeski responded by explaining that the CSC verifies that all requested documents and information is submitted and documented by the applicant. The process is delayed and complicated in verifying credential submitted. This verification is done by the Human Resource personnel. Civil Service Commission's task is to check application information for completeness, not to determine verification. It was noted that the Resolution from Council used a "contractor" that went out of business. This delayed the vetting process significantly. Chief Collins added that the process of vetting properly is "multi-factored" and takes time. Gloria Majeski added that using "in house" resources are preferred and that Dawn Snyder, Human Resources Department, will inform all applicants to make potential reference calls aware that she will be trying to reach them for references. This speeds up the process of getting the information verified because the reference will take the call from an unfamiliar number. Tom Majeski stressed that the applicant is responsible to complete and submit requested information.

Fire Chief Gandee thanked all present for their help and support in his new position. All were grateful for his acknowledgement.

**Closing Remarks:** The Secretary will send all revisions, corrections and the meeting minutes to the Law Director for review.

Civil Service will be proctoring the Police and Fire/Paramedic Testing on September 21, 2019 and, therefore, will not have a regularly scheduled meeting in the near future. Civil Service Commission members will, however, be reviewing the applications submitted for Lateral Transfer – Police Department after the submission end date of August 16, 2019. These applications will be reviewed for completeness in providing the pertinent information to be eligible for the PD Lateral Transfer position.

**Meeting adjourned at 2:45 p.m.**

**Respectfully submitted,**

**Carolyn Villar Patton, Secretary**

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**Thomas Majeski**

**Date**

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**Thomas Kicher**

**Date**

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